



## ***City of Maricopa*** **Final Plat Guideline**

**This form is a GUIDELINE to assist in the preparation of a Final Plat for submittal to and review by the City.**

### **REQUIREMENTS:**

1. The First Submittal of the Final Plat shall include, at a minimum, the following items (unless previously submitted):
  - a. Current Title Report (no older than 30 days)
  - b. A copy of all Schedule B items pertaining to recorded Easements, Rights of Way, and Covenants, Conditions, and Restrictions
  - c. An ALTA Survey Map (no older than 60 days)
  - d. Copy of the Approved Preliminary Plat and Stipulations
  - e. Copy of the Tentative Covenants, Conditions, and Restrictions (CC&R's)
  - f. Subdivision boundary closure calculations
  - g. Closure calculations for all Tracts, Parcels, and Lots
2. The Final Plat shall be submitted on 24" x 36" sheets bound or stapled in sets.
3. The minimum allowable scale is 1" = 100'. The scale must be noted on each sheet.
4. The minimum height of all text, numbering, and lettering shall be 0.11" (11 point type) as required (ARS 11-481).
5. All official seals and stamps affixed to the Final Plat must be in black ink as required by the Pinal County Recorder's Office. All signatures must be in black ink.

### **COVER SHEET REQUIREMENTS**

1. The Name of the proposed Subdivision or Development must be shown on the Title Block of the cover sheet.
2. The Legal Description (Section, Township, Range, Principle Meridian, County, and State) must be shown in the Title Block on the cover sheet of the Plat as required by State Law.
3. If the subdivision is located in part, or in total, over a previously recorded plat, the appropriate record reference, i.e., plat name and Pinal County Recorder recordation information, must be included in the Title Block on cover the sheet and on the map sheet of the Plat.
4. The Developer's name, address and phone number must be shown on the cover sheet.
5. The name of the Owner of Record, address and phone number must be shown on the cover sheet.

6. The following certification and the name, address and registration number of the Registered Land Surveyor preparing the Final Plat, must be shown on the cover sheet.

CERTIFICATION: THIS IS TO CERTIFY THAT THIS PLAT IS CORRECT AND ACCURATE AND THE MONUMENTS DESCRIBED HEREIN HAVE EITHER BEEN SET OR LOCATED AS DESCRIBED TO THE BEST OF MY KNOWLEDGE AND BELIEF.	
REGISTERED LAND SURVEYOR	DATE
Name	
Street Address	
City, State, Zip Code	
(SEAL)	

7. One of the following certifications must be shown on the cover sheet, as applicable:

(Owner's Name) has received a Certificate of Assured Water Supply for this subdivision pursuant to A.R.S. 45-576, and submits said Certificate with this Plat.

OR

This subdivision is within the service area of (Name of Water Supplier) which has been designated as having an assured water supply pursuant to A.R.S. 45-576. A commitment to supply water service to this platted subdivision has been received from said company as evidenced by \_\_\_\_\_, a copy of which is submitted with this plat.

8. A Vicinity Map shall be provided on the cover sheet. The applicable City limits, Pinal County, and the Gila River Indian Reservation must be labeled, if applicable, wherever the project site abuts land that has not been incorporated by the City of Maricopa. The Vicinity Map shall include all adjacent Roads, Streets, or Highways and a North Arrow.
9. The Gross Area of the property shown on the Plat must be shown on the cover sheet.
10. Areas and use of each Tract and Parcel shall be shown on the cover sheet of the Plat.
11. A Legend shall be provided on the cover sheet of the Plat.
12. The Basis of Bearing must be described on the cover sheet of the Plat.
13. A Dedication Statement is required on the cover sheet. The Dedication must include the following:
- a. The subdivision location as defined by its Section, Township, Range, County and State
  - b. The following statement about all easements shown on the Plat:

**Easements are dedicated as shown on this Plat.**

- c. A statement about the Rights-of-Way dedicated.
- d. The following statement about the maintenance of landscaping:  
***The maintenance of landscaping within the public Right-of-Way to back of curb shall be the responsibility of the Homeowners' Association or the abutting Property Owner.***
- e. If items are platted as common property with an undivided interest owned in common by each lot owner, a statement about items maintained by the Homeowners' Association:

***All property, amenities and facilities proposed to be maintained by the Homeowners' Association are herewith platted as common property with an undivided interest owned in common by each Lot Owner.***

- 14. If the common property is to be deeded to a Homeowners' Association, the following statement must be included in the Dedication:

***Tracts \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ (fill in blanks and include all applicable Tracts) are not dedicated to the public, but are platted as common property for the use and enjoyment of \_\_\_\_\_ (Homeowners' Association) as more fully set forth in the Declaration of Covenants, Conditions, and Restrictions.***

- 15. If the common property is owned in common, with an undivided interest by all Lot Owners, the following statement must be included in the Dedication:

***Tracts \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ (fill in blanks and include all applicable Tracts) are not dedicated to the public, but are platted as common property with an undivided interest owned in common by each Lot Owner for Lot Owner use and enjoyment as more fully set forth in the Declaration of Covenants, Conditions, and Restrictions.***

- 16. The Owner, or the person authorized to act on behalf of the Owner, must execute the Dedication Statement. An Acknowledgement Statement by a Notary Public is also required and the following form must be used:

ACKNOWLEDGEMENT:

STATE OF ARIZONA )  
 ) S.S.  
COUNTY OF PINAL )

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME,  
THE UNDERSIGNED, PERSONALLY APPEARED

\_\_\_\_\_, WHO  
ACKNOWLEDGED SELF TO BE THE PERSON WHOSE NAME IS  
SUBSCRIBED TO THE INSTRUMENT WITHIN, AND WHO  
EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES  
THEREIN CONTAINED.

IN WITNESS THEREOF, I HAVE HEREUNTO SET MY HAND AND  
OFFICIAL SEAL.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
DATE

MY COMMISSION EXPIRES:

\_\_\_\_\_, 20 \_\_\_\_\_

IN WITNESS WHEREOF, THE UNDERSIGNED HAVE  
SIGNED THEIR NAMES THIS \_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_.

- MY COMMISSION EXPIRES:

*Any person signing the Plat who is not an individual Owner signing for oneself, must have authorization to act on behalf of the Owner, whether the Owner is a partnership, corporation or other entity. A certified copy of a Resolution by the Board of Directors that authorizes the individuals signing the plat to act on its behalf, or other signatory evidence must be submitted. Signatory evidence is often contained in the Bylaws of the entity.*

1. Add the following Planning Director's Approval to the lower right corner of the cover sheet:

APPROVED:

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PLANNING DIRECTOR  
CITY OF MARICOPA, ARIZONA

DATE

- APPROVED:

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CITY ENGINEER DATE  
 CITY OF MARICOPA, ARIZONA

- APPROVED BY THE COUNCIL OF THE CITY OF MARICOPA,  
ARIZONA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_.
- BY: \_\_\_\_\_  
MAYOR DATE
- ATTEST: \_\_\_\_\_  
CITY CLERK DATE

4. The following note, if applicable, must be shown on the cover sheet:  
***Any Street designated on this Plat as Private Streets will remain private.***
5. Add the following note to the final plat:

**Construction within utility easements shall be limited to utilities, fences and driveways.**

6. Add the following note to the final plat:

**No structures or vegetation of any kind that would impede the flow of water through the easements may be constructed, planted or allowed to grow within drainage easements.**

7. If an easement is dedicated for the exclusive use of water, sanitary sewer, reclaimed water or any combination thereof, the following note must be included on the Plat cover sheet or in the easement to be recorded by Separate Instrument:

**Only ground cover and bushes are allowed to be planted within easements dedicated for the exclusive use of water, sanitary sewer, reclaimed water or any combination thereof. No trees are allowed.**

8. Add the following note regarding Visibility Restrictions:

**Visibility Easement Restrictions: Any object, wall, structure, mound, or landscaping (mature) over 24" in height is not allowed within the Visibility Easement.**

9. If the Common Property is to be Deeded to a Homeowners' Association, add the following note:

**All Tracts that will not be dedicated to the City of Maricopa and all common property shall be improved in accordance with plans approved by the City of Maricopa and shall be conveyed by warranty (or special warranty) deed to the Home Owners' Association. The Homeowners' Association shall be responsible for the maintenance of the common property.**

10. If the common property is owned in common, with an undivided interest by all Lot Owners, add the following note:

**All Tracts that will not be dedicated to the City of Maricopa and all common property shall be improved in accordance with plans approved by the City of Maricopa and shall be owned in common, with an undivided interest by all Lot Owners in this subdivision. The common property shall be included within the scope of deeds transferring ownership of lots in this subdivision. The Lot Owners shall be responsible for the maintenance of the common property.**

11. An Index Map with the following information is required on the cover sheet:

- a. Street Names
- b. Lot, Tract and Parcel Numbers
- c. Sheet Numbers and Limits
- d. Phase Limits and Numbers if applicable

**GENERAL INFORMATION REQUIRED ON PLAT SHEETS**

1. All sheets of the Final Plat must be signed and sealed by the Registered Land Surveyor preparing the Plat.
2. Separate survey ties to two section corners or quarter corners are required to be shown on the Plat.
3. A North Arrow shall be shown on each sheet of the Plat.
4. All lots must be numbered consecutively beginning with lot number 1. All Tracts and Parcels must be lettered consecutively beginning with Tract/Parcel 'A'. Exception parcels must also be labeled.
5. The median of all non-arterial streets, except those in private streets, shall be shown as Tracts to be maintained by the Property or Homeowners' Association.
6. Tracts or Parcels being dedicated to the City with this Plat must be noted as such. Their uses also must be noted.
7. Coordination is required with the City of Maricopa Parks Department for property that will be reserved as a park site or for property other than street right-of-way that will be conveyed to the City, either by the Final Plat or by Separate Instrument.
8. The Plat must include a description of Tract, Lot, and Parcel monumentation and include the following statement:

***Tract, Lot, and Parcel monumentation to be set at completion of Street Paving.***

9. The Subdivision Boundary must extend to the monument lines of adjacent streets, except where the ultimate street right-of-way has been previously dedicated on another Plat and that Plat has been recorded.
10. The perimeter traverse data shall be shown on the subdivision boundary consisting of bearings and distances for tangents; and radius, central angle, curve length, and radial bearing on non-tangent curves for curves.
11. The Subdivision Boundary shown on the Final Plat must match the Property Boundary described in the Title Report.
12. Street geometrics must match those shown on the Approved Preliminary Plat or PAD Plat.
13. Cul-de-Sac and turn-around geometrics must meet City/County Standards.
14. Visibility Easements on corner lots must be shown on the Plat on a Corner Lot Detail and must comply with the requirements of the Pinal County Subdivision Ordinance as adopted by the City of Maricopa. The triangular Visibility Easements shall be 33 feet by 33 feet on all corner lots and properties at intersection of a collector street and an arterial street and at the intersection of two collector streets. A Visibility Easement of 21 feet by 21 feet is required on all corner lots or properties at the intersection of two local (residential) streets.

*In those cases where the dimensions cited above prove to be inadequate to meet the sight distance requirements based on AASHTO requirements, the City Engineer will require a modification to the standard dimensions.*

15. A 1' Vehicular Non-Access Easement (VNAE) must be shown on the plat at the following locations:
  - a. All Lots abutting a retention basin
  - b. All Lots abutting a perimeter street right-of-way
  - c. All Lots abutting a Tract
  - d. The rear of all Lots abutting the subdivision boundary
16. All street centerline and property (Tract, Parcel, or Lot) line survey data must be shown.
17. For tangents this consists of Bearing and Distance and total block length.
18. For curves this consists of Radius, Central angle, Arc length, Radial bearings on non-tangent curves for street centerlines, and Radial bearings on non-tangent curves or curve data for sub-arc measured to the intersecting line for parcel or tract boundary line. Only the sub- arc length is required where a lot line intersects a street right-of-way line.
19. Curvilinear back lot lines are not allowed.
20. The names of all adjacent subdivisions and other land divisions, along with the corresponding PCR recordation information, and the property lines that intersect the subdivision boundary must be shown on the plat. Unsubdivided property must be noted as such.
21. Street names and the spelling of the name must match those shown on the Approved Preliminary Plat or PAD Plat.
22. All easements, i.e., drainage, utility, vehicular non-access, etc., being dedicated with the Plat must be shown and labeled on the Plat.
23. Existing rights-of-way and all rights-of-way being dedicated must be clearly shown, labeled and dimensioned. All rights-of-way that expand on existing dedicated rights-of-way, as well as the existing rights-of-way to the monument lines of adjacent streets, must be included within the subdivision boundary.
24. All existing easements and rights-of-way within the plat boundary, as well as the existing easements and rights-of- way to the monument lines of adjacent streets, must be shown and labeled on the plat along with the corresponding PCR recordation information.
25. If Easements must be abandoned, the following items apply:
  - a. A letter from the utility companies agreeing to the abandonment is required
  - b. A legal description and PCR recordation information is required
  - c. The following statement, if applicable, is required above the Mayor's Approval Block on the Plat:  
  
***By acceptance of this plat, the City of Maricopa agrees to the vacation or abandonment of the easements described or shown hereon as being vacated or abandoned.***
26. If Existing right-of-way must be abandoned, the following items apply:
  - a. The City Engineer must approve the abandonment
  - b. The City Attorney must approve the abandonment



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- c. A Vacation Plat must be prepared by an RLS for approval by City Council by Ordinance
- d. A filing and appraisal fee must be paid
- e. The following Certification is required on the cover sheet of all Vacation Plats

<b>THIS VACATION AND ABANDONMENT HAS BEEN APPROVED BY THE CITY COUNCIL OF THE CITY OF MARICOPA, ARIZONA PER ORDINANCE NO, _____ ON _____, 20 _____.  BY: _____ MAYOR DATE  ATTEST: _____ CITY CLERK DATE</b>	
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- 27. If an Easement or Right-of-Way Dedication is required by Separate Instrument. The following exhibits and information must be submitted along with the Easement Document:
  - a. Subdivision name
  - b. Type of Easement or Right-of-Way
  - c. Reason or purpose of the Easement or Right-of-Way and why it is required
  - d. Vicinity Map showing major cross streets
  - e. Legal Description with RLS certification
  - f. Detail Map showing the Easement or Right-of-Way alignment with dimensions and bearings, true point of beginning, Section, Township and Range
  - g. Current Title Report, if not previously submitted
- 28. A current Title Report, not older than thirty (30) days, and a copy of all items listed in Schedule B pertaining to Easements; Rights-of-Way; and Covenants, Conditions, and Restrictions are required. In addition, copies of any other Schedule B items requested by the City shall be submitted.
  - a. The Title Report shall include a legal description, Schedule A, that includes all land being platted.
  - b. The Title Report must disclose all holders of rights, title or interest in all existing wells within the platted boundary of this Subdivision.
  - c. The Report must be on the current condition of Title not as it will exist after the Final Plat is recorded.
- 29. The plat must provide private cross access easements for the following, if applicable:
  - a. Potable water
  - b. Sanitary sewer
  - c. Fire line
  - d. Pedestrian access
  - e. Vehicular access
  - f. Drainage
- 30. The plat must provide for emergency vehicle access.
- 31. The Improvement Plans must be fully approved before the Final Plat Recordation.